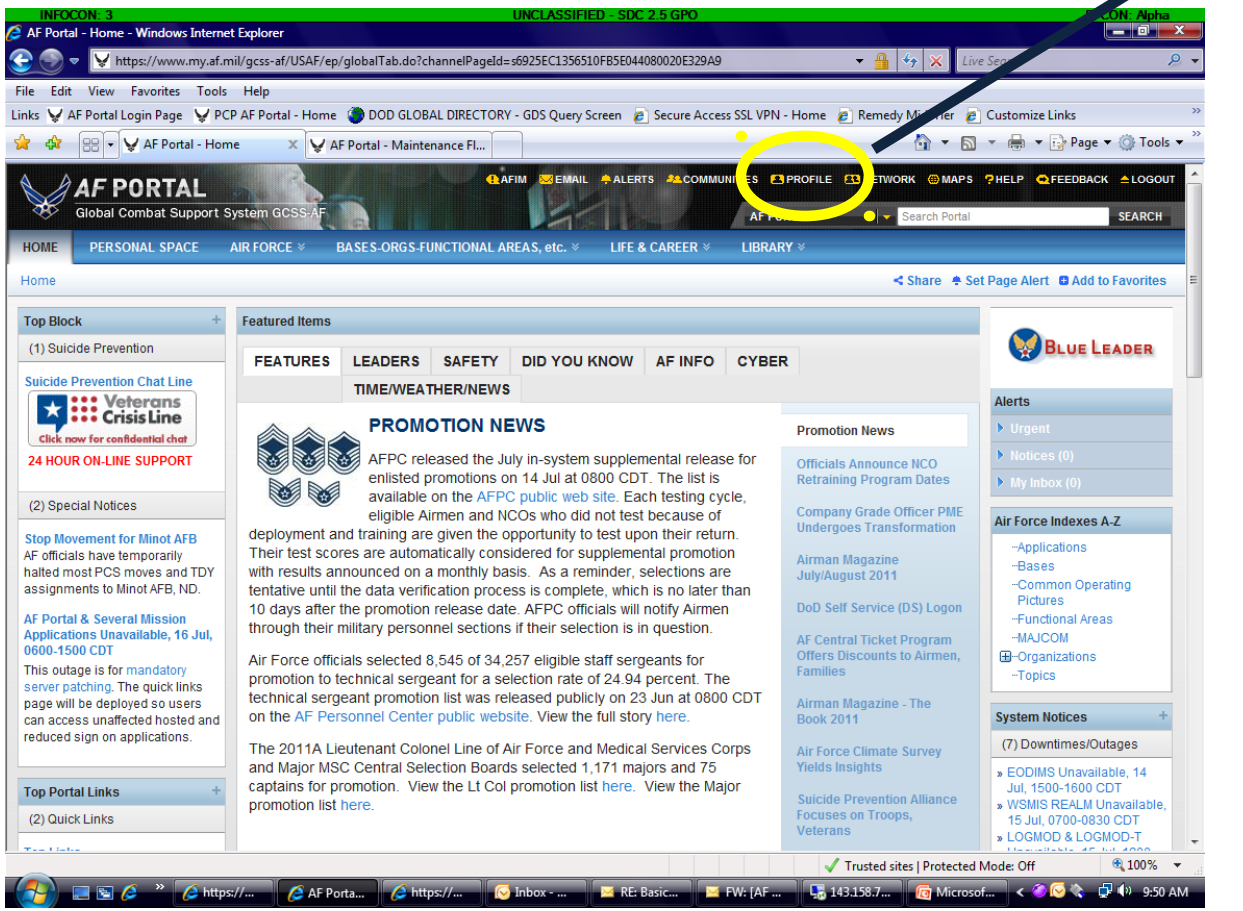
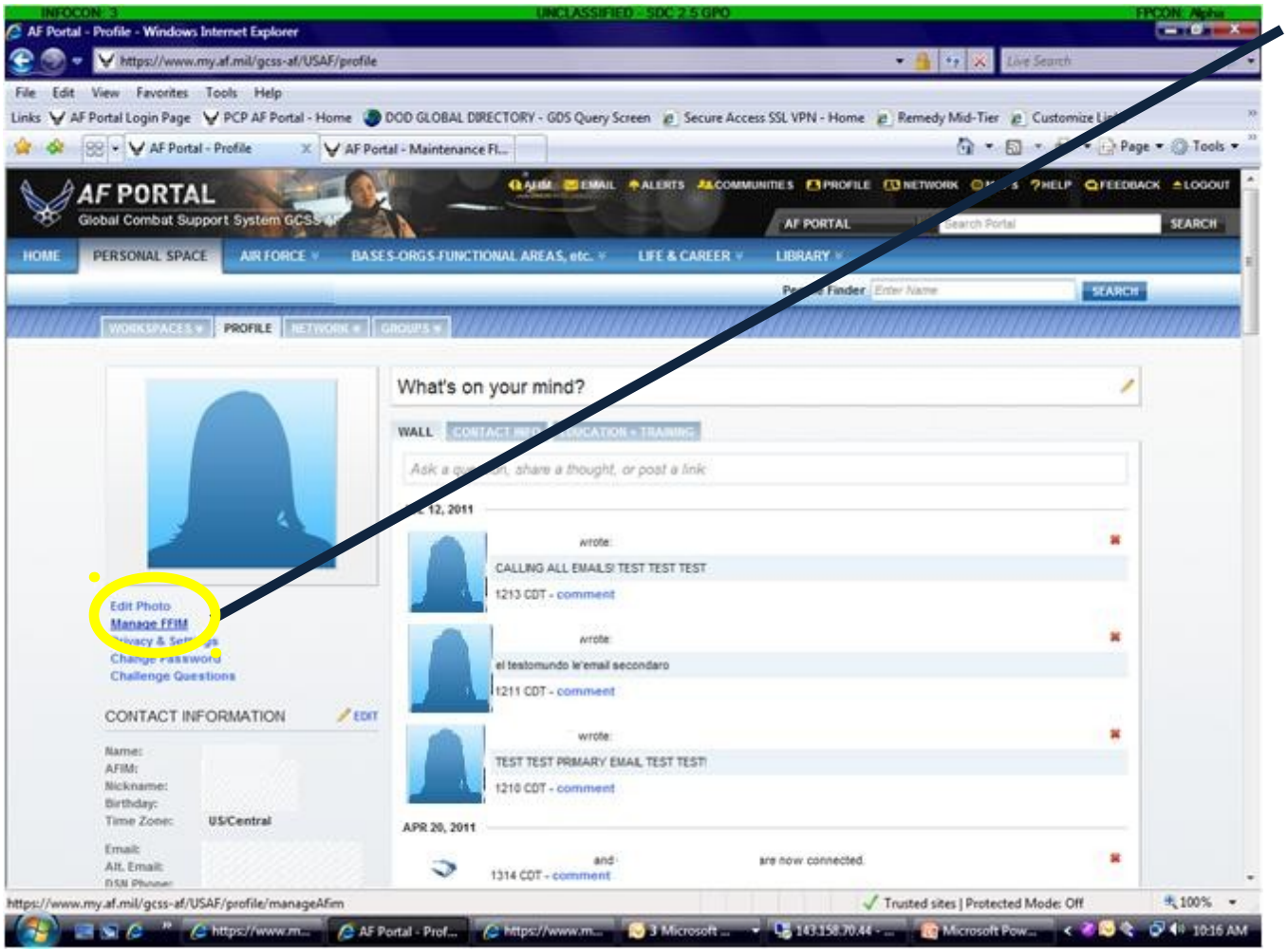
HOW TO BE A FRIENDS AND FAMILY SPONSOR


INFOCON: 3
UNCLASSIFIED - SDC 2.5 GPO
AF Portal - Home - Windows Internet Explorer
https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1356510FB5E044080020E329A9
File Edit View Favorites Tools Help
AF PORTAL
Global Combat Support System GCSS-AF
AFIM EMAIL ALERTS PROFILE MAPS HELP FEEDBACK LOGOUT
Search Portal
SEARCH
HOME
PERSONAL SPACE
AIR FORCE
BASES-ORGS-FUNCTIONAL AREAS, etc.
LIFE & CAREER
LIBRARY
Home
Share
Set Page Alert
Add to Favorites
Top Block
(1) Suicide Prevention
Suicide Prevention Chat Line
Veterans Crisis Line
Click now for confidential chat
24 HOUR ON-LINE SUPPORT
(2) Special Notices
Stop Movement for Minot AFB
AF officials have temporarily halted most PCS moves and TDY assignments to Minot AFB, ND.
AF Portal & Several Mission Applications Unavailable, 16 Jul, 0600-1500 CDT
This outage is for mandatory server patching. The quick links page will be deployed so users can access unaffected hosted and reduced sign on applications.
Top Portal Links
(2) Quick Links
Featured Items
FEATURES
LEADERS
SAFETY
DID YOU KNOW
AF INFO
CYBER
TIME/WEATHER/NEWS
PROMOTION NEWS
AFPC released the July in-system supplemental release for enlisted promotions on 14 Jul at 0800 CDT. The list is available on the AFPC public web site. Each testing cycle, eligible Airmen and NCOs who did not test because of deployment and training are given the opportunity to test upon their return. Their test scores are automatically considered for supplemental promotion with results announced on a monthly basis. As a reminder, selections are tentative until the data verification process is complete, which is no later than 10 days after the promotion release date. AFPC officials will notify Airmen through their military personnel sections if their selection is in question.
Air Force officials selected 8,545 of 34,257 eligible staff sergeants for promotion to technical sergeant for a selection rate of 24.94 percent. The technical sergeant promotion list was released publicly on 23 Jun at 0800 CDT on the AF Personnel Center public website. View the full story here.
The 2011A Lieutenant Colonel Line of Air Force and Medical Services Corps and Major MSC Central Selection Boards selected 1,171 majors and 75 captains for promotion. View the Lt Col promotion list here. View the Major promotion list here.
Promotion News
Officials Announce NCO Retraining Program Dates
Company Grade Officer PME Undergoes Transformation
Airman Magazine July/August 2011
DoD Self Service (DS) Logon
AF Central Ticket Program Offers Discounts to Airmen, Families
Airman Magazine - The Book 2011
Air Force Climate Survey Yields Insights
Suicide Prevention Alliance Focuses on Troops, Veterans
BLUE LEADER
Alerts
Urgent
Notices (0)
My Inbox (0)
Air Force Indexes A-Z
Applications
Bases
Common Operating Pictures
Functional Areas
MAJCOM
Organizations
Topics
System Notices
(7) Downtimes/Outages
EODIMS Unavailable, 14 Jul, 1500-1600 CDT
WSMIS REALM Unavailable, 15 Jul, 0700-0830 CDT
LOGMOD & LOGMOD-T
Trusted sites | Protected Mode: Off
100%
9:50 AM

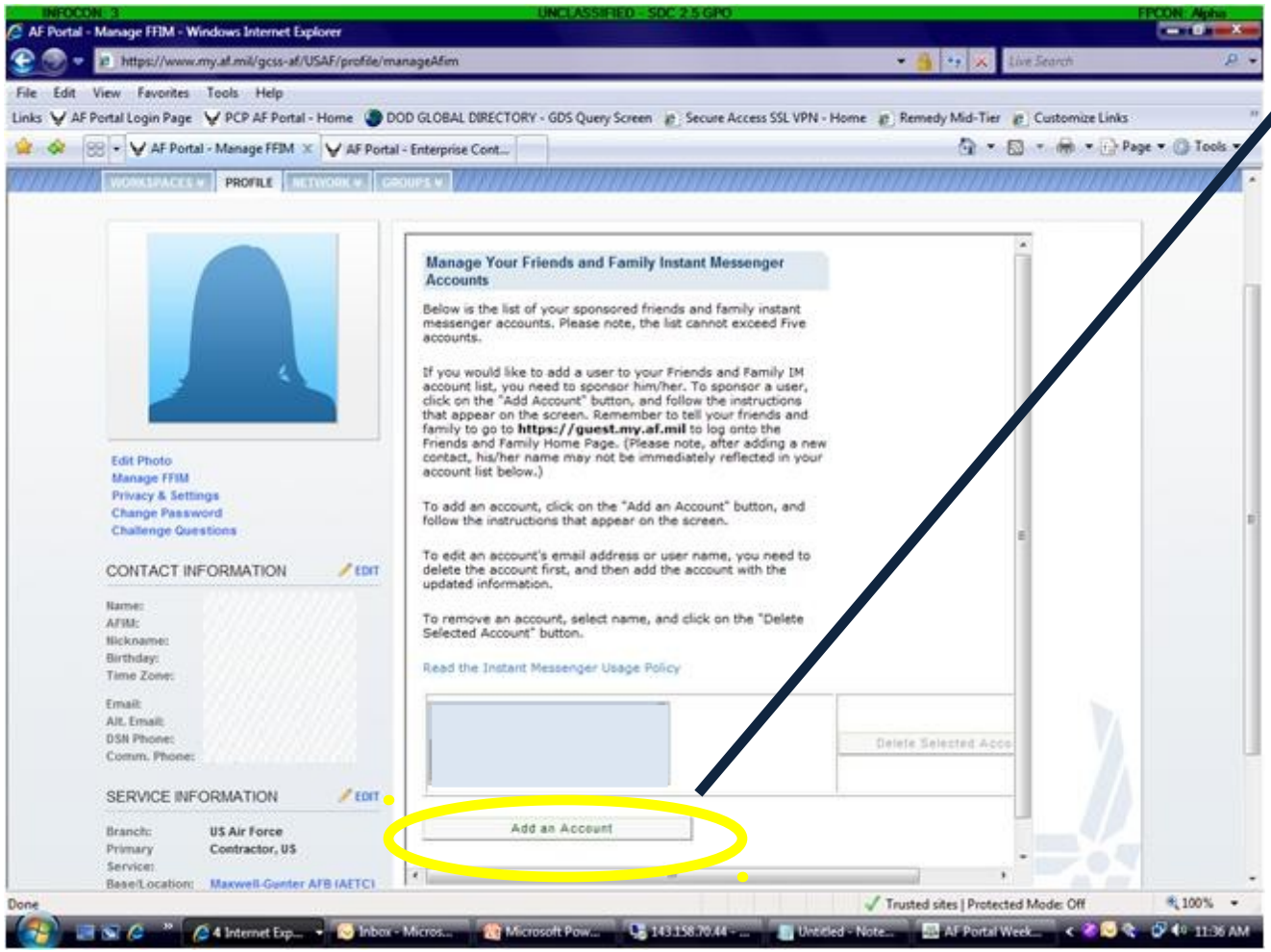
Log into the AF Portal. Select **PROFILE** in the upper menu.

HOW TO BE A FRIENDS AND FAMILY SPONSOR



In your profile, select **Manage FFIM**.

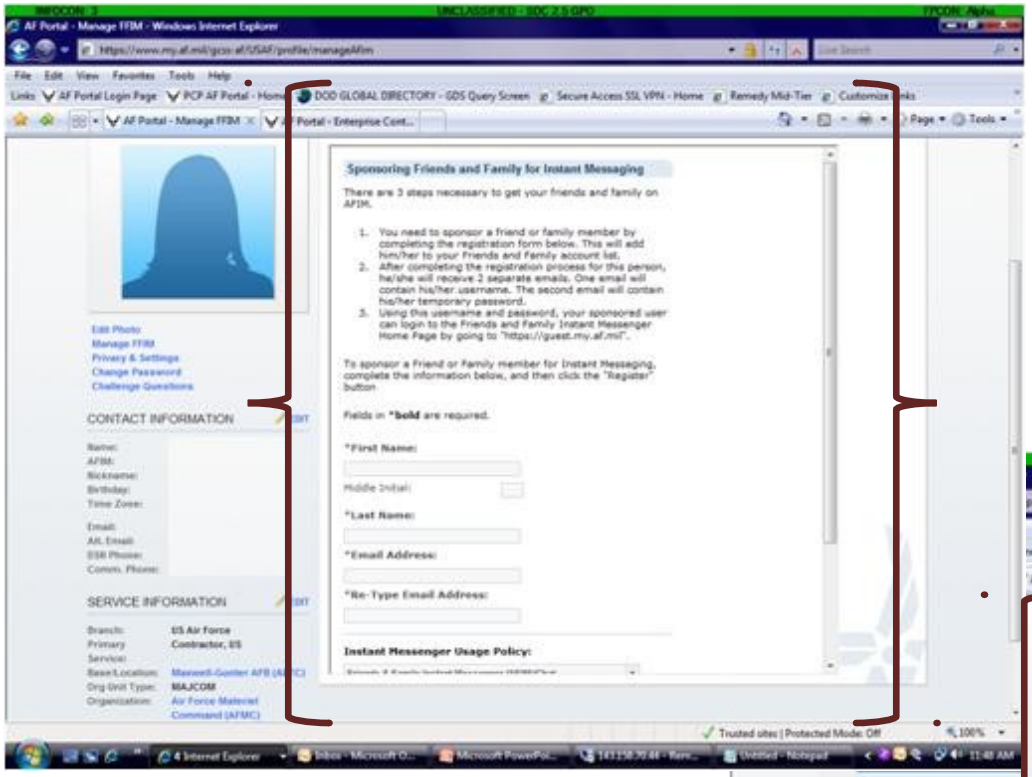
HOW TO BE A FRIENDS AND FAMILY SPONSOR

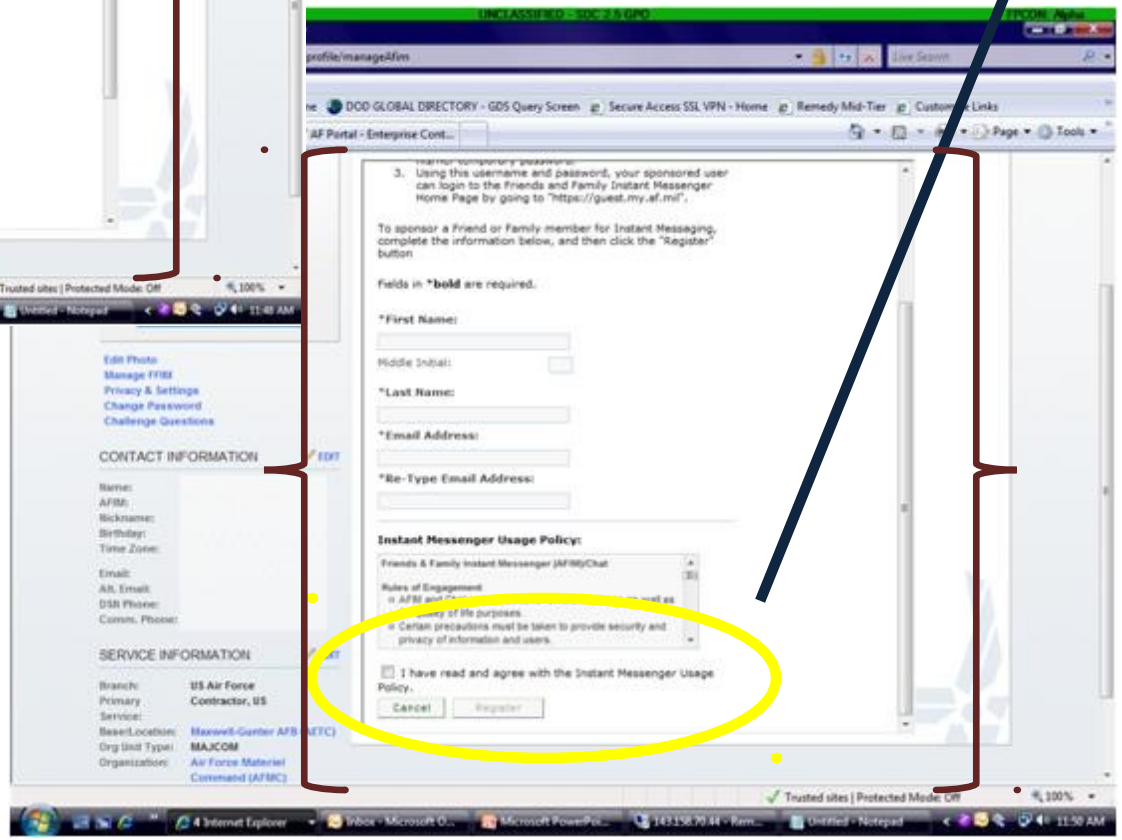

AF Portal - Manage FFIM - Windows Internet Explorer
PROFILE
Manage Your Friends and Family Instant Messenger Accounts
Below is the list of your sponsored friends and family instant messenger accounts. Please note, the list cannot exceed Five accounts.
If you would like to add a user to your Friends and Family IM account list, you need to sponsor him/her. To sponsor a user, click on the "Add Account" button, and follow the instructions that appear on the screen. Remember to tell your friends and family to go to https://guest.my.af.mil to log onto the Friends and Family Home Page. (Please note, after adding a new contact, his/her name may not be immediately reflected in your account list below.)
To add an account, click on the "Add an Account" button, and follow the instructions that appear on the screen.
To edit an account's email address or user name, you need to delete the account first, and then add the account with the updated information.
To remove an account, select name, and click on the "Delete Selected Account" button.
Read the Instant Messenger Usage Policy
Add an Account
Edit Photo
Manage FFIM
Privacy & Settings
Change Password
Challenge Questions
CONTACT INFORMATION
SERVICE INFORMATION
Branch: US Air Force
Primary Service: Contractor, US
Base/Location: Maxwell-Gunter AFB (AETC)

You will see the screen to Manage your Friends and Family Instant Messenger Accounts. Select **Add an Account**, located toward the bottom of the screen.

HOW TO BE A FRIENDS AND FAMILY SPONSOR

Complete the Sponsor form. Be certain to check off that you have read and agree with the Instant Messenger Usage Policy.


Sponsoring Friends and Family for Instant Messaging
There are 3 steps necessary to get your friends and family on AFIM.
1. You need to sponsor a friend or family member by completing the registration form below. This will add him/her to your Friends and Family account list.
2. After completing the registration process for this person, he/she will receive 2 separate emails. One email will contain his/her username. The second email will contain his/her temporary password.
3. Using this username and password, your sponsored user can login to the Friends and Family Instant Messenger Home Page by going to "https://guest.my.af.mil".
To sponsor a Friend or Family member for Instant Messaging, complete the information below, and then click the "Register" button
Fields in *bold are required.
*First Name:
Middle Initial:
*Last Name:
*Email Address:
*Re-Type Email Address:
Instant Messenger Usage Policy:
CONTACT INFORMATION
SERVICE INFORMATION


Using this username and password, your sponsored user can login to the Friends and Family Instant Messenger Home Page by going to "https://guest.my.af.mil".
To sponsor a Friend or Family member for Instant Messaging, complete the information below, and then click the "Register" button
Fields in *bold are required.
*First Name:
Middle Initial:
*Last Name:
*Email Address:
*Re-Type Email Address:
Instant Messenger Usage Policy:
I have read and agree with the Instant Messenger Usage Policy.
Cancel
Register
CONTACT INFORMATION
SERVICE INFORMATION

HOW TO BE A FRIENDS AND FAMILY SPONSOR

The 3 steps necessary to get your friends and family on AFIM.

- You need to sponsor a friend or family member by completing the Sponsoring Friends and Family for Instant Messaging form. This will add him/her to your Friends and Family account list as guest.first.mi.last.

- After completing the registration process for this person, he/she will receive 2 separate emails. One email will contain his/her username. The second email will contain his/her temporary password.

- Using this username and password, your sponsored user can login to the Friends and Family Instant Messenger Home Page by going to "**https://guest.my.af.mil**".

FRIENDS AND FAMILY INSTANT MESSENGER

Tips for connecting with your newly sponsored Friends and Family user

For the Sponsor:

Your Friends and Family user will receive two emails. The second will contain the user's AFIM username (it will start with "Guest"). Have your sponsored user provide you this username so that you can add it to your contact list.

- From inside the AFIM client click on the "+" sign at the bottom of your contact list.
- In the popup box under the IM Address line enter the username provided by your sponsored user making sure to add **@guest.af.mil** to the end of the username. i.e. **guest.john.c.doe@guest.af.mil**
- A nickname will be automatically filled in for you. You may change this if you wish.
- In the groups field type in "Friends and Family" or select "Friends and Family" from the drop down list.
- Click "Add" Button

Your guest will show in your list of Pending contacts until the they accept your invitation.

HOW TO BE A FRIENDS AND FAMILY SPONSOR

Tips for connecting with your newly sponsored Friends and Family user

For the Guest User:

Please follow these instructions to establish contact with your Air Force Friends and Family sponsor.
You should have received two emails confirming your registration and including your userid and password. In the second of the two you will find the username of the person who sponsored you. *Please write your sponsor username down.* You will need it to add this user to your contact list.

- Once you are in the Friends and Family chat window. Select the "+" sign at the bottom of the contact list on the left side of the screen. This will bring up the Add User pop-up box
- In the IM Address field type in the username of your sponsor. This can be found in the second of the two emails you received making sure to add **@my.af.mil** to the end of it. Example jane.c.doe@my.af.mil
- A nickname will be automatically filled in for you. You may change this if you wish.
- In the groups field type in "Friends and Family" or select "Friends and Family" from the drop down list.
- Click the "Add" button